Youth Music Monterey County seeks a dependable and responsible Administrative Assistant. The position is part-time (20 hours/week) with some flexibility in scheduling. Salary is commensurate with experience.

Administrative Assistant
Position Summary

The Administrative Assistant provides help in the YMMC Office and at YMMC events with administrative tasks associated with PR, fundraising, and bookkeeping.

Hours: 20/week

Major Duties and Responsibilities

- Assist with coordination of volunteer activities
- Help with day-to-day operations that include general office duties (phone, fax, copies, etc.) and other tasks and projects as assigned.
- Run occasional errands
- Monitor and order office supplies
- Distribute incoming mail to the respective staff
- Maintain and organize the paper and electronic documents.
- Attend all YMMC events and assist with front of house activities (coordination of volunteers, ticket sales, merchandise sales, and fundraising activities, i.e. raffle/silent auction)
- Maintain program ad solicitations and payments
- Produce thank you letters (from templates) to donors
- Solicit & maintain silent auction & raffle merchandise
- Maintain donor database (including registrations & payments)
- Attend weekly orchestra rehearsals, assist Program Manager
- Assist with designing, developing, distributing promotional materials
- Maintain program ad solicitations and payments

Qualifications and Requirements

- Experience in an administrative position, preferably in a not-for-profit office.
- Proficiency in Microsoft Word, Excel, Adobe Acrobat, InDesign, Photoshop and FileMaker Pro database; facility with social media-Facebook, Twitter, YouTube
- Availability to work Wednesdays until 9:00 pm, occasional other evenings and weekends as needed for events
- Excellent verbal and written communication skills
- Ability to organize and prioritize work
- Excellent interpersonal skills, attention to detail
- Music education/interest is a definite plus
- Car and personal insurance coverage required; occasional travel between north and south Monterey County is necessary.

No Phone calls please. Background check and fingerprinting required. Please e-mail cover letter, resume and references, send as one attachment (pdf preferred) to: office@youthmusicmonterey.org

For more information about YMMC, visit our website at: www.youthmusicmonterey.org